

INSTRUCTIONS

Final Report for three (3) DNR grant programs:

- Targeted Runoff Management (NR 153)
- Notice of Discharge (NR 153)
- Urban Nonpoint Source & Storm Water Management (NR 155)

NOTE: These instructions are to be used in conjunction with the Final Report form (#3400-189). Unless otherwise noted, all citations refer to Wisconsin Administrative Code.

A. Background

Participants in the following three Wisconsin Department of Natural Resources (DNR) grant programs must submit a Final Report to the DNR within 60 days of the project end date:

- Targeted Runoff Management (TRM: ch. NR 153);
- Notice of Discharge (NOD: ch. NR 153);
- Urban Nonpoint Source & Storm Water Management (UNPS&SW: ch. NR 155).

Your project end date is found on the first page of your grant agreement.

Final payment will not be made to the project sponsor by the DNR until a Final Report is received and approved by the DNR. The Final Report must be submitted on DNR Form #3400-189.

B. Complete the Final Report Form

When the Final Report form is prepared in electronic format, the space provided for answering the questions will automatically expand to accept additional information. Include before and after digital pictures if best management practices have been constructed or installed.

If you have any questions regarding the proper use of the Final Report form, contact your regional Nonpoint Source Coordinator (see list below), or the Grant Coordinator, Kathleen Thompson, at telephone number (608) 267-7568 or via e-mail at: Kathleen.Thompson@wisconsin.gov.

C. Submit your Final Report

The reports, including digital image files, should be submitted using surface mail (e.g., U. S. Postal Service). The reason the reports should not be e-mailed is that DNR cannot accept large files (such as image files) and we would like the report and attachments submitted in one package.

Mail one (1) original printed, signed copy of the report form to your DNR Regional Nonpoint Coordinator. Also attach a digital storage medium (such as a CD) that includes a copy of the report form and your image files. The Coordinator will review the report for completeness and then forward the report to the DNR Central Office for archiving and final payment on the grant.

Instructions for Completing Questions

Question 1. Grant Type

This form is used for all Runoff Management grants. Check the one box that identifies the type of grant you are reporting on.

Question 2. Project Name and Location

This question includes general grant information in sections 2.1. – 2.5. and detailed site location information in Columns A. through E.

The information for sections 2.1. – 2.5. is found on the grant award. If there has been a project substitution, make sure the information reflects the substitution site. The watershed code (section 2.5) consists of the first 4 characters in the grant number (e.g., LF03).

You can report detailed location information for up to five project sites (Columns A-E) in Section 2.6. If a data field is not applicable to your project, leave it blank. If you have more than 5 project sites, you will need to submit additional columns of data. To do this, simply copy Section 2.6 to a separate file and add whatever data is necessary. Attach a printed copy of the extra data to the end of the final report (after the signature page), and don't forget to also add a copy of the additional file to the digital storage medium (CD).

Some of the detailed site information can be found on the Department's Surface Water Data Viewer at: <http://dnrm.wisconsin.gov/imf/imf.jsp?site=SurfaceWaterViewer>. This includes the 12-digit federal hydrologic unit code (HUC), the water body identification code (WBIC) and names of water bodies.

12-digit Hydrologic Unit Code

Under the respective column heading, enter the 12-digit federal HUC (refer to the DNR's Surface Water Data Viewer instructions).

Waterbody Identity Code

Under the respective column heading, enter the WBIC (refer to the DNR's Surface Water Data Viewer instructions for directions to locate this number).

Town/Range/Section/ etc:

List the town, range and section number(s) involved, all in the respective column. Use additional rows for respective towns, ranges, sections, etc.

Latitude/Longitude:

For construction projects, use the Surface Water Data Viewer.

For urban planning projects, use the Surface Water Data Viewer. Click on the approximate **center** of each governmental unit listed in the grant agreement. You will find a gray bar at the bottom of the screen that shows the **Latitude** (in Degrees, Minutes, and if appropriate, seconds, North of the Equator) and, (in Degrees, Minutes, and if appropriate, seconds, West of **Longitude** the Prime Meridian in Greenwich, England). You will also find Latitude and Longitude information in the "Identify Results" when using the "Identify" icon.

The name of the cost -share recipient should be entered as the last name followed by the first name. If it is a governmental unit, it should be the name followed by type of governmental unit (e.g., Dodge, County or Madison, City).

Question 3. Summary of Results

Complete the Tables consistent with the entries on your grant application. You will only need to complete one of the three tables, depending on the type of grant ad follows:

Table A. is for agricultural TRM projects;

Table B. is for any urban construction project conducted under TRM or UNPS&SW; and

Table C. is for urban planning projects conducted under UNPS&SW.

The information recorded in the table should reflect the sum total of all work done under the grant. This means that if the grant performed work at more than one site, the information from the multiple sites must be combined before filling in the table.

Table A. Agricultural (Rural) Projects (ch. NR 153).

Section A.1. Management Measures. If the project addresses state performance standards and prohibitions, complete the appropriate lines in Section A.1. There is a separate line for each standard and prohibition contained in ch. NR 151. The management measures and units of measure are provided. Complete the quantities of accomplishment and measurement method used to reflect compliance for each standard or prohibition.

Section A.2. Other Management Measures. If the project includes work that is not related to an NR 151 performance standard or prohibition, complete Section A.2. One line is included for stream bank and shoreline protection, which would be used for stabilization projects unrelated to unrestricted livestock access (a prohibition). If the project is not related to stream bank and shoreline protection, then create your own category and enter it into the line marked as "other." In all cases for section A.2., you will need to indicate both the units of measure, quantity and measurement method used.

Table B. Urban Construction Serving Developed Areas (chs. NR 153, 155)

Section B.1. Required Management Measures. If the purpose of the project is to install an urban storm water best management practice to comply with a requirement for TSS control set forth in a WPDES Storm Water Permit, then complete Section B.1. The required management measure and unit of measure is provided. Complete the quantity and measurement method used. The quantity (lbs removed, % reduction) should be based on the effectiveness of the device in reducing pollutants from the area tributary to the device. If by-passing occurs during larger rainfall events, the % reduction should be reduced to reflect the fact that there is no treatment of the by-pass water.

Section B.2. Other Management Measures. If the purpose of the project is to install an urban storm water best management practice other than TSS control required by a WPDES Storm Water Permit, then complete the applicable lines in Section B.2. Many options are pre-listed. If you are using one of these, then complete the quantity and measurement method used. If you do not find a listing that adequately represents your project then you can create one in the line marked as "other". In this case, you will need to identify the unit of measure you are using and then complete the quantity and measure method used. The quantity (lbs removed, % reduction) should be based on the effectiveness of the device in reducing pollutants from the area tributary to the device. If by-passing occurs during larger rainfall events, the % reduction should be reduced to reflect the fact that there is no treatment of the by-pass water.

Table C. Urban Planning Projects (ch. NR 155).

This part of the project reporting form is set up very differently than Tables A or B. It is mainly a subjective reporting of what was addressed by the planning project.

In Section C.1., simply list the names of the governmental units involved in the project.

In Section C.2., record the areal extent addressed by the planning work. Include sub-total acreages for existing development and new (planned) development. Add these together and put the total in the box provided.

In Section C.3., check any box that applies. If you need to add additional descriptors, use the line marked "Other" and identify the product. For each box checked, list the title of the product produced.

In Section C.4., check any box that applies. If you need to add additional descriptors, use the line marked "Other" and identify the pollution reduction goal. In the "Comments" section, provide any additional details you think are pertinent. You will have an opportunity to include a brief project summary in Section 5.

Question 4. Satisfaction of Notice Requirements (if applicable)

If cost-sharing for this project was offered under a ch. NR 151 Notice or a ch. NR 243 "Notice of Discharge" or "Notice of Intent to Issue a Notice of Discharge," provide information for each notice in the table. Complete the six (6) data fields for each notice. Attach additional sheets if the project includes more than four (4) notices.

Use one of the following to describe "Notice Type:"

- Ch. NR 243, NOI
- Ch. NR 243, NOD
- Ch. NR 151 Notice
- Local Regulation

Question 5. Additional Information

Use this space to present any additional information you would like about this project. For urban storm water planning projects-- such as storm water plans, ordinances or utility district plans,-- at a minimum the report must state whether the product has been presented to the governmental unit's council for consideration and if not, when such a presentation is scheduled to be made. If the product was presented to the governmental unit's council, the report should state what the outcome was.

Question 6. Summary of Project Challenges

Describe any special challenges that were encountered in conducting the project. Information for this summary may be obtained from quarterly report submittals over the project period. For example: What would you have done differently in your project? What challenges did you need to overcome? What recommendations would you make to the DNR concerning the Runoff Management Program?

Question 7. Grantee Certification

By checking these boxes on the report form, the grantee's authorized representative certifies that the information contained in the Final Report is correct. The governmental unit's **authorized representative** must sign and date the one (1) original, printed copy of the Final Report. The authorized representative must be the person identified by the grantee in the authorization document on file with the DNR Runoff Management Grant Program.

Question 8. For Departmental Use only

Submit the printed Final Report form and the digital storage medium (CD) to the respective Regional Coordinator (see below). The Regional Coordinator will review the Final Report and related documents, approve, counter-sign the original copy, and forward it and the accompanying digital storage medium (CD) to the Community Financial Assistance-Grants Section for final payment. The project sponsor (grantee) may submit the final payment request can be submitted with, or after, submittal of the final report. The Community Financial Assistance-Grants Section will forward the counter-signed original copy and the digital storage medium (CD) to the Runoff Management Section for recording and filing.

Wisconsin DNR Regional Nonpoint Source Coordinators

| SOUTH CENTRAL REGION | |
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| James Amrhein, (608) 275-3280 Fitchburg Service Center 3911 Fish Hatchery Road Fitchburg, WI 53711 For these counties: Green, Lafayette Jim.Amrhein@Wisconsin.gov | Jean Unmuth, (608) 935-1926 Dodgeville Service Center 1500 North Johns Street Dodgeville, WI 53533-2116 For these counties: Grant, Iowa, Richland Jean.Unmuth@Wisconsin.gov |
| Dan Heim, (920) 387-7865 Horicon Service Center N7725 STH 28 Horicon, WI 53032-1060 For these counties: Columbia, Dane, Dodge, Jefferson, Rock, Sauk Daniel.Heim@Wisconsin.gov | Laura Madsen, (608) 275-3201 Fitchburg Service Center 3911 Fish Hatchery Road Fitchburg, WI 53711 For the Lake Mendota Watershed in Dane County Laura.Madsen@Wisconsin.gov |
| WEST CENTRAL REGION | |
| Nonpoint Source Grant Coordinator: VACANT—see below; Other Questions: Contact: Scott Watson, Basin Leader, (715) 241-6390 Wausau Service Center 5301 Rib Mountain Road Wausau, WI 54401 For grant-related questions in these counties: Adams, Juneau, Contact Cindy Koperski (below) or these counties: Clark, Marathon, Portage, Wood, Contact Karen Voss Scott.Watson@Wisconsin.gov | Karen Voss, (715) 839-3746 West Central Regional Headquarters 1300 West Clairemont Avenue, PO Box 4001 Eau Claire, WI 54702-4001 For these counties: Chippewa, Dunn, Eau Claire, Pepin, Pierce, St. Croix Karen.Voss@Wisconsin.gov |
| Cindy Koperski, (608) 785-9984 La Crosse Service Center 3550 Mormon Coulee Road La Crosse, WI 54601 For these counties: Adams, Buffalo, Crawford, Jackson, Juneau, La Crosse, Monroe, Trempealeau, Vernon Cindy.Koperski@Wisconsin.gov | |
| NORTHERN REGION | |
| Tom Blake, (715) 365-8940 Rhineland Service Center 107 Sutliff Avenue Rhineland, WI 54501 For these counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Vilas Thomas.Blake@Wisconsin.gov | Ruth King, (715) 635-4142 Lake Superior Basin Spooner Service Center 810 West Maple Street Spooner, WI 54801 For these counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Price, Rusk, Sawyer, Taylor, Washburn Ruth.King@Wisconsin.gov |
| NORTHEAST REGION | |

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| Casey Jones, (920) 662-5497 Northeastern Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313 All Agricultural projects for these counties: Brown, Marinette, Menominee, Oconto, Shawano Casey.Jones@Wisconsin.gov ; | Gus Glaser, (920)-662-5461 Northeastern Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313 All Urban projects Region-wide Gus.Glaser@Wisconsin.gov | |
| Elizabeth (“Liz”) Spaeth-Werner, (920) 303-5426 Oshkosh Service Center 625 E County Road Y, Suite 700 Oshkosh WI 54901 All Agricultural projects for these counties: Fond du Lac, Green Lake, Marquette, Outagamie, Waupaca, Waushara, Winnebago Elizabeth.Spaethwerner@Wisconsin.gov | Amy Callis, (920) 662-5460 Northeastern Regional Headquarters 2984 Shawano Avenue Green Bay, WI 54313 All Agricultural projects for these counties: Calumet, Door, Kewaunee, Manitowoc Amy.Callis@Wisconsin.gov | |
| SOUTHEAST REGION | | |
| Susan (Beaumier) Eichelkraut, (414) 263-8682 Southeastern Regional Headquarters 2300 North Martin Luther King Drive Milwaukee, WI 53212 For these counties: Milwaukee –North Shore, Ozaukee, Sheboygan; Milwaukee(-W. Milwaukee Basin), Washington Susan.Eichelkraut@Wisconsin.gov | Michelle Lehner, (414) 263-8498 All Agricultural projects region-wide Southeastern Regional Headquarters 2300 North Martin Luther King Drive Milwaukee, WI 53212 Michelle.Lehner@Wisconsin.gov | Maureen McBroom, (262) 574-2126 Waukesha Service Center State Office Building, 141 N. W. Barstow Street., Waukesha, WI 53188 For these counties: Walworth, Waukesha Maureen.McBroom@Wisconsin.gov |
| Sharon Gayan, (414) 263-8707 Sharon.Gayan@Wisconsin.gov Matthew Aho (414)-263-8586 Matthew.Aho@Wisconsin.gov Southeast Regional Headquarters 2300 Dr. M. L. King, Jr. Drive Milwaukee, WI 53212 For these counties: Milwaukee(-W. Milwaukee Basin), Washington | Pete Wood, (262) 884-2360 Sturtevant Service Center 9531 Rayne Road, Suite 4 Sturtevant, WI 53177 For these counties: Kenosha, Milwaukee(-Root/Pike River), Racine Peter.Wood@Wisconsin.gov | Jim D’Antuono, (262) 574-2122 Waukesha Service Center State Office Building, 141 N. W. Barstow Street., Waukesha, WI 53188 For these counties: Walworth, Waukesha James.D’Antuono@Wisconsin.gov |

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| <p>MADISON-CENTRAL OFFICE GRANTS TEAM</p> | | |
| <p>John Pfender, (608) 266-9266 Water Resources Management Specialist DNR, Central Office, WT/3 101 South Webster Street, Madison, Wisconsin 53703 P.O. Box 7921 Madison, WI 53707-7921 John.Pfender@Wisconsin.gov</p> | <p>Lynn Goldade, (608) 267-7568 Runoff Management Planning Analyst DNR, Central Office, WT/3 101 South Webster Street, Madison, Wisconsin 53703 P.O. Box 7921 Madison, WI 53707-7921 Lynn.Goldade@Wisconsin.gov</p> | <p>Tim Parsons, (608) 267-9385 Community Financial Assistance Grants DNR, Central Office, WT/2 101 South Webster Street, Madison, Wisconsin 53703 P.O. Box 7921 Madison, WI 53707-7921 Timothy.Parsons@Wisconsin.gov</p> |
| | <p>Kathleen Thompson, (608) 267-7568 TRM & Urban NPS and Storm Water Grants Coordinator DNR, Central Office, WT/3 101 South Webster Street, Madison, Wisconsin 53703 P.O. Box 7921 Madison, WI 53707-7921 Kathleen.Thompson@Wisconsin.gov</p> | |